

Guidelines for Authors

Counseling and Values is a professional journal of theory, research, and informed opinion concerned with the relationships among counseling, ethics, philosophy, psychology, religion, social values, and spirituality. Its mission is to promote free intellectual inquiry across these domains. Its vision is to attract a diverse readership reflective of a growing diversity in the membership of ASERVIC and to effect change leading to the continuing growth and development of a more genuinely civil society. Manuscripts must be submitted in accordance with the guidelines that follow. Manuscripts that do not meet these specifications will be returned to the authors before any review for publication formally takes place.

Articles

- Manuscripts should be well organized and concise so that the development of ideas is clear. Avoid dull, clichéd writing and use of jargon.
- Authors are required to submit a disk of the current revised copy in MS Word.
- Provide an abstract of the article of approximately 100 words.
- Do not use footnotes. Most footnote material can be incorporated into the body of the manuscript.
- Manuscripts are typically between 8 and 20 pages, typewritten, and double-spaced. This does not include title page, abstract, and references.
- Double-space all material, including direct quotations and references.
- Authors' names, positions, and places of employment should appear only on the title page. Authors' names should not appear on the manuscript.
- Manuscript style is that of the fifth edition of the *Publication Manual of the American Psychological Association* (available from APA, 750 First St. N.E., Washington, DC 20002-4242). All items cited in articles should be listed as references. Reference notes are not used. Provide page numbers for direct quotations.
- Authors should not submit more than three tables and two figures with each manuscript. Include only essential data and combine tables where possible. Tables are to be typed on separate pages. Figures (graphs, illustrations, line drawings) must be supplied as camera-ready art (glossies prepared by commercial artists) whenever possible. If electronic artwork is supplied, it must be a minimum resolution of 600 dots per inch (dpi) up to 1200 dpi. Halftone line screens should be a minimum of 300 dpi. JPEG or PDF files are preferred. (See *APA Publication Manual* pp. 188–201 for further details on figure preparation.) Figure captions are to be on an attached page, as required by APA style.
- Authors should reduce bias in language against persons on the basis of gender, sexual orientation, racial or ethnic group, disability, or age by referring to the guidelines in the fifth edition of the *APA Publication Manual*.
- Manuscripts must be submitted only via e-mail to the CVJ Editor, Richard Watts at rew003@shsu.edu.
- Never submit material for concurrent consideration by another periodical. Manuscripts that meet the guidelines and are appropriate for the focus of the journal are ordinarily submitted to a blind review by the Editorial Board members. Two or 3 months may elapse between acknowledgment of receipt of a manuscript and notification of its disposition. After publication of an article, each author receives a copy of the journal.

Forum

- *Forum* articles will be published in concert with preannounced special topic(s) subject headings. Please consult ACA's magazine *Counseling Today* for special topic(s) to be addressed in future issues.
- Reactions to editorials, articles, and other *Forum* subjects will be considered for publication in this section as space is available. The editor reserves the right to edit and abridge responses published as reactions to original articles.
- All other guidelines for articles apply to *Forum*.

Issues and Insights

- Philosophical and practical applications of first person narratives that are written in accordance with *APA Publication Manual* standards for publication will be featured.
- Manuscripts must be clearly referenced and represent an author's attempt to offer fresh information.
- "New" counseling interventions and accompanying "techniques that work" will be considered for publication in this section.
- All other guidelines for articles apply to *Issues and Insights*.

Send all manuscripts and correspondence to the CVJ Editor:

Richard E. Watts, CVJ Editor, Department of Educational Leadership and Counseling, Sam Houston State University, PO Box 2119, Huntsville, TX 77341-2119, phone: 936-294-4658, fax: 936-294-4277, e-mail: rew003@shsu.edu